



Department of Defense **INSTRUCTION**

December 4, 1997
NUMBER 1438.5

SUBJECT: Civilian Employees' Occupational Health and Medical Services Program

DA&M, OSD

- References: (a) Section 7901 of title 5, United States Code, "**Health** Services Programs"
(b) DoD Directive 5110.4, 'Washington Headquarters Services (WI-IS),' May 6, 1991
(c) Title 41, Code of Federal Regulations, Parts 101-5.3, "Federal Employee Health Services"
(d) DoD Instruction 6055.1, "DoD Occupational Safety and Health **Program**," October 26, 1984
(e) Occupational **Safety** and Health Administration (**OSHA**) Instruction 2014, "**Recordkeeping** and Reporting Guidelines for Federal Agencies," U. S. Department of Labor, Occupational Safety and Health **Administration**, Revised 1986

1. **PURPOSE**

This Instruction implements policy, assigns **responsibilities**, and prescribes procedures through the authority granted to Washington Headquarters Services (**WHS**) **through** references(a), (b), (c), and (d) to carry out a Civilian Employees' Occupational Health and Medical Services Program in the National Capital Region (NCR).

2. **APPLICABILITY**

This **Instruction** applies to the Office of the **Secretary** of Defense (**OSD**), the **Military** Departments, the Chairman of the Joint Chiefs of **Staff**, the Combatant Commands, the Inspector General of the Department of Defense, the Define Agencies, and the DoD Field Activities (hereafter **referred** to collectively as "the DoD Components") when located within the Pentagon Reservation and General Services Administration (**GSA**)-**leased**, Government-owned and **DoD**-administered space in the **NCR**, excluding military installations.

3. **DEFINITIONS**

3.1. **Facilities-Related Injuries and/or Illnesses**. Those injuries and illnesses directly related to operational, maintenance, and repair deficiencies of the **facility**, such as code violations, poor indoor air quality, and tripping hazards.

3.2. **Hazardous Facility Condition**. A condition which could potentially lead to a facilities related injury and/or illness.

3.3. **National Capital Region (NCR)**. The geographic area located within the boundaries of the District of **Columbia**; Montgomery and Prince Georges Counties in the State of **Maryland**; **Arlington, Fairfax, Loudoun**, and Prince **William** Counties and the City of Alexandria in the Commonwealth of **Virginia**; and all cities and other units of government within the geographic areas of such **District, Counties**, and City.

3.4. **Pentagon Reservation**. That area of land (consisting of approximately 280 acres) and improvements **thereon**, located in **Arlington, Virginia**, on which the Pentagon Office Building, Federal **Office** Building #2, Pentagon Heating and Refrigeration Plant, **Classified** Waste Incinerator, Sewage Lift **Station**, and other related facilities are located, including various areas designated for parking vehicles.

4. **POLICY**

It is DoD policy under DoD Directive 5110.4 (**reference** (b)) that WHS shall provide **administrative** and operational support to specified activities in the **NCR**, as required for the efficient administration of services, to include the provision of a Civilian Employees' Occupational Health and Medical **Services** Program.

5. **RESPONSIBILITIES**

5.1. **The Director, Washington Headquarters Services**, under **reference** (b), shall ensure that the following steps are taken to provide an Occupational Health and Medical Services Program for DoD agency occupants of WHS-administered **facilities**:

5.1.1. **Coordinate** the operation of a clinic system in the NCR to provide the following occupational health **services**:

- 5.1.1.1. Emergency medical **services**.
- 5.1.1.2. Workplace site visits, surveys and assessments.
- 5.1.1.3. Medical examinations.
- 5.1.1.4. Medical surveillance.
- 5.1.1.5. Consultation.
- 5.1.1.6. Training.
- 5.1.1.7. Employee assistance programs.
- 5.1.1.8. case management.
- 5.1.1.9. Preventive medicine.
- 5.1.1.10. Health promotion and **wellness** programs.
- 5.1.1.11. Automated **recordkeeping** and reporting.
- 5.1.1.12. Other services as are deemed **necessary**.

5.1.2. Establish the Joint DoD NCR **Civilian** Employees' Occupational Health and Medical Services Committee (**CEOHMSC**) to provide oversight and ensure coordination between the elements of the program. This Committee shall be composed of the following members or their representatives:

- 5.1.2.1. Chair: Deputy Director, Real Estate and Facilities **(RE&F)**, WHS.
- 5.1.2.2. **Vice** Chair: Director, **Triservice** Pentagon Health Clinic.
- 5.1.2.3. Deputy Assistant Secretary of Defense Clinical Services, **Office** of the Assistant Secretary of Defense for Health **Affairs**.
- 5.1.2.4. Administrative Assistant, Secretary of the Army.
- 5.1.2.5. Assistant for **Administration**, Secretary of the Navy.
- 5.1.2.6. Administrative **Assistant, Secretary** of the Air Force.
- 5.1.2.7. Director, Joint **Staff**.
- 5.1.2.8. Director, Personnel and Security, WI-IS.
- 5.1.2.9. General Counsel, WHS.
- 5.1.2.10. Director, Safety and Environmental **Management, WHS-RE&F**.

5.1.3. Establish a system for reviewing **all** of the following OSHA forms under OSHA 2014 (reference (e)) that report facilities-related injuries and/or illnesses and/or fatalities in the specified facilities to ensure that hazards are eliminated as quickly as possible:

5.1.3.1. CA-1, "Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation"

5.1.3.2. CA-2, "**Notice** of Occupational Disease and Claim for Compensation"

5.1.3.3. CA-6, "**Official** Superior's Report of Employee's Death"

5.1.4. **Publish**, on an annual basis, a building circular that addresses the proper procedure by which building tenants report **hazardous facility** conditions.

5.2. The **Assistant Secretary of Defense for Health Affairs**, under the **Under Secretary of Defense for Personnel and Readiness**, shall, based upon requirements identified by WHS and the Joint DoD NCR **CEOHMSC**, plan **and** provide **funding** for the program services.

5.3. The Secretary of the Army shall:

5.3.1. Provide, primarily through the Walter Reed **Army** Medical Center, **all** necessary **services**, as specified in this Instruction and by the DoD NCR **CEOHMSC** that are **funded** by the Assistant **Secretary of Defense** for Health **Affairs**.

5.3.2. Require the **Director** of the Civilian Employees' Occupational Health and **Medical** Services Clinic, in cooperation with the Joint DoD NCR **CEOHMSC**, to jointly provide oversight of the clinic operations and its **coordinated** efforts to provide medical **services** for personnel, **safety** and facilities requirements.

5.4. The Heads of the DoD Components shall:

5.4.1. Provide representatives to the **CEOHMSC** as **specified** in paragraph 5.1.2. above.

5.4.2. Ensure that copies of all CA-1, CA-2 and CA-6 forms that report accidents and/or injuries and/or **fatalities** are forwarded to the following address:

OSD/WHIS/RE&F/FFD
Facility Compliance Data Center
1155 Defense, Pentagon
Washington, DC 20301-1155

6. PROCEDURES

Hazardous **facility** conditions shall be reported by contacting the proper facilities management office within WHS. Information such as the individual's name, phone number, organization% location of hazardous **condition**, date and time and a description of the hazard shall be provided when the contact is made.

7. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke
Director